

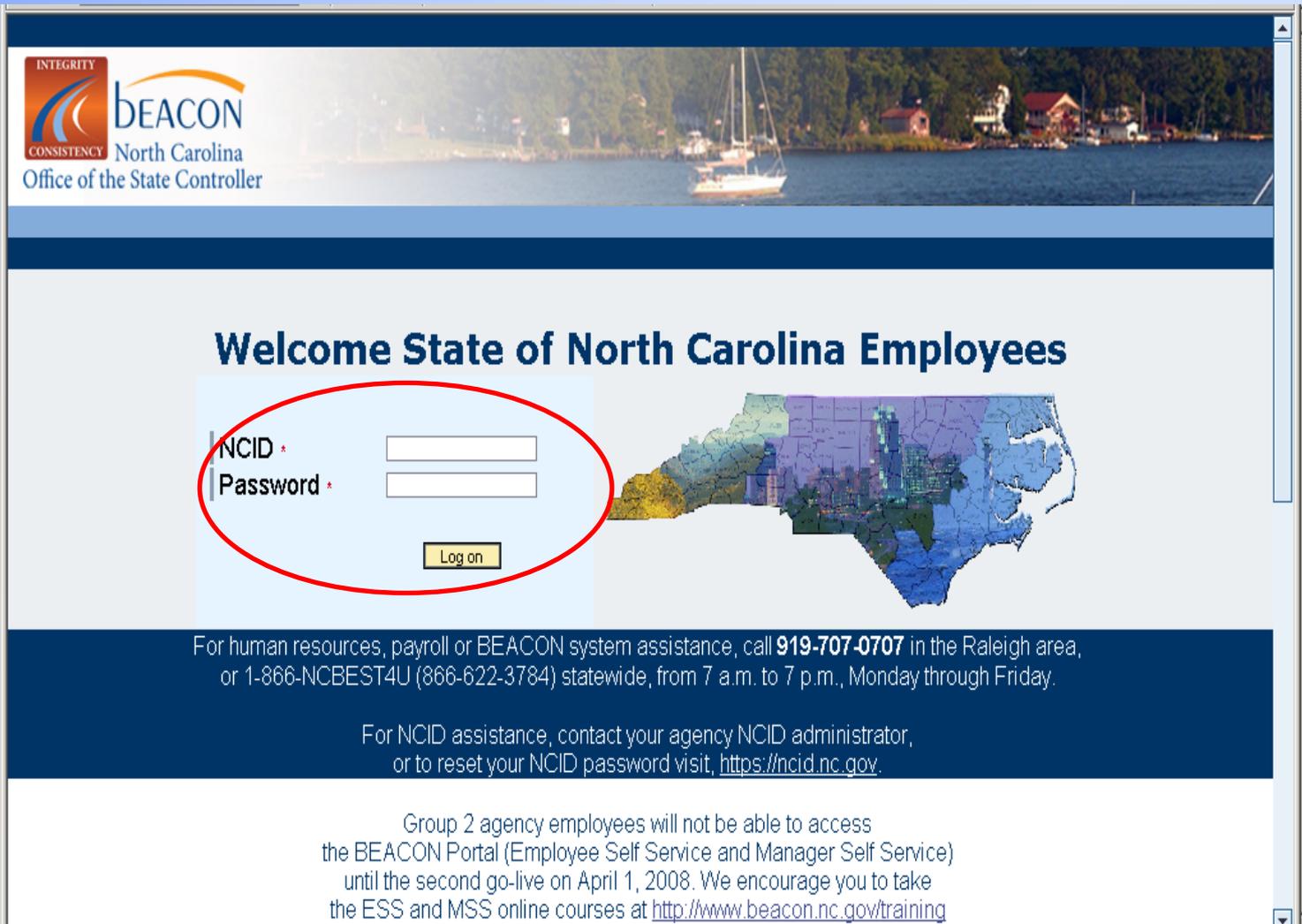
Basic Time Approval for Manager Self Service (MSS)



Manager Self Service (MSS): Quick Guide

- Manager **logs on** to the MSS Portal.
- Manager **accesses** time records.
- Manager **approves** or **rejects** records.
- Employee is **notified** of approval or rejection via ESS.

- Access the logon screen at: <https://mybeacon.its.state.nc.us/>
- Type in your NCID and password (the password will need to be changed every 90 days)
- Click the “log in” button



The screenshot shows the BEACON logon interface. At the top left is the logo for the Office of the State Controller, featuring the words 'INTEGRITY' and 'CONSISTENCY' above the word 'BEACON' and 'North Carolina Office of the State Controller'. Below the logo is a banner image of a lake with a sailboat and houses. The main heading reads 'Welcome State of North Carolina Employees'. The logon form is highlighted with a red oval and contains the following elements:

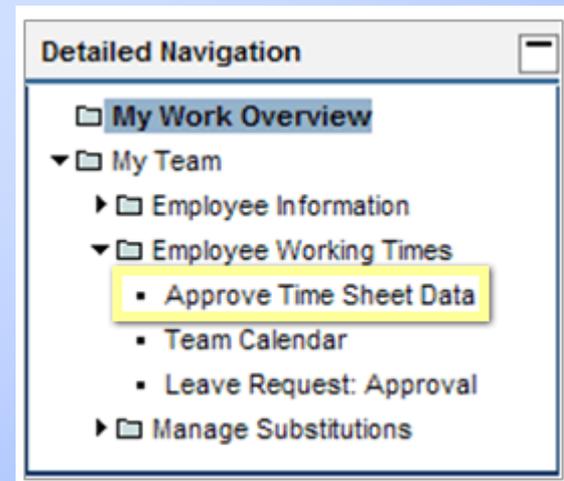
- NCID *
- Password *
- Log on button

To the right of the form is a map of North Carolina with a city skyline overlay. Below the form, a dark blue banner contains contact information: 'For human resources, payroll or BEACON system assistance, call **919-707-0707** in the Raleigh area, or 1-866-NCBEST4U (866-622-3784) statewide, from 7 a.m. to 7 p.m., Monday through Friday.' Below this, it says 'For NCID assistance, contact your agency NCID administrator, or to reset your NCID password visit, <https://ncid.nc.gov>.' At the bottom, a white box contains a notice: 'Group 2 agency employees will not be able to access the BEACON Portal (Employee Self Service and Manager Self Service) until the second go-live on April 1, 2008. We encourage you to take the ESS and MSS online courses at <http://www.beacon.nc.gov/training>'.



Once you have logged into the system, click on the “My Staff (MSS)” tab.

Select the Approve Time Sheet Data option from the Detailed Navigation menu.



Collective Approval

- Following is the manager's "Collective Approval" screen in weekly view.
- This screen will display all unapproved time employees have submitted.
- Time under or over the "Target Time" for an employee's work schedule is flagged in red for attention.

Approve Time by Manager

1 Collective Approval → 2 Review and Save → 3 Completed

View: Weekly View - Simple

Collective Approval								
Employee	Empl/appl.name	Frm	To	Message	Number	Target Time	Approval	RejectionReason
70183499	BEATRICE STACY HON	10/21/2007	10/27/2007		40 H	40 H	Approve All ▼	▼
70194673	LILY DESTINEY SINATRA	10/21/2007	10/27/2007		40 H	40 H	Approve All ▼	▼
70201787	DANILO FELIPE HAUPTLY	10/21/2007	10/27/2007	!	50 H	40 H	Approve All ▼	▼
70212262	KATHARINE LAYLA HOBBS	10/21/2007	10/27/2007	!	32 H	40 H	Approve All ▼	▼
70218645	ROCIO CAITLIN BAULT	10/21/2007	10/27/2007		40 H	40 H	Approve All ▼	▼

Previous Step Review

Collective Approval

- At the end of each row is a pulldown menu from which the manager can select options for time approval:

- Approval all
- Reject all
- Resubmit all

Approval	RejectionReason
Approve All ▼	▼

Approve Time by Manager

1 2 3
Collective Approval Review and Save Completed

View: Weekly View - Simple ▼

Collective Approval								
Employee	Empl/appl.name	Frm	To	Message	Number	Target Time	Approval	RejectionReason
70183499	BEATRICE STACY HON	10/21/2007	10/27/2007		40 H	40 H	Approve All ▼	▼
70194673	LILY DESTINEY SINATRA	10/21/2007	10/27/2007		40 H	40 H	Approve All ▼	▼
70201787	DANILO FELIPE HAUPTLY	10/21/2007	10/27/2007	!	50 H	40 H	Approve All ▼	▼
70212262	KATHARINE LAYLA HOBBS	10/21/2007	10/27/2007	!	32 H	40 H	Approve All ▼	▼
70218645	ROCIO CAITLIN BAULT	10/21/2007	10/27/2007		40 H	40 H	Approve All ▼	▼

Previous Step Review

Review and Save

- Once the manager has approved/rejected the hours for a specified date range for each employee,
- Click on the “Review” button at the bottom of the screen.

Approve Time by Manager

1 2 3
Collective Approval Review and Save Completed

View:

Collective Approval								
Employee	Empl/appl.name	Frm	To	Message	Number	Target Time	Approval	RejectionReason
70183499	BEATRICE STACY HON	10/21/2007	10/27/2007		40 H	40 H	Approve All	
70194673	LILY DESTINEY SINATRA	10/21/2007	10/27/2007		40 H	40 H	Approve All	
70201787	DANILO FELIPE HAUPTLY	10/21/2007	10/27/2007	!	50 H	40 H	Reject All	
70212262	KATHARINE LAYLA HOBBS	10/21/2007	10/27/2007	!	32 H	40 H	Reject All	
70218645	ROCIO CAITLIN BAULT	10/21/2007	10/27/2007		40 H	40 H	Approve All	

Previous Step **Review**

Review and Save Summary

- On the Review and Save page, rejected and approved times are arranged by status.
- After reviewing the spreadsheet, click the “Save” button at the bottom of the screen.

The screenshot displays the 'Review and Save' interface. At the top, a workflow diagram shows three steps: 'Collective Approval', 'Review and Save' (highlighted in orange), and 'Completed'. Below the diagram, a 'Rejected Working Times' table is shown with a yellow callout box labeled 'Rejected' pointing to the table header. The table lists rejected working times for employees DANLO FELPE HAUPTLY and KATHARNE LAYLA HOBBS. Below this is an 'Approved Working Times' table with a yellow callout box labeled 'Approved' pointing to the table header. The table lists approved working times for employees BEATRICE STACY HON and LILY DESTINEY SNIATRA. At the bottom left, a summary table shows two rows for employee 70218645, ROCIO CAITLIN BAULT. At the bottom right, there are two buttons: 'Previous Step' and 'Save', with the 'Save' button circled in red.

Employee	Employee Name	AIA Type	AIA Type Desc	Prem No	Premium Desc	Date	Number	Rejection Reason
70201787	DANLO FELPE HAUPTLY	9500	Time Worked	01	Night Premium	10/22/2007	10 H	
70201787	DANLO FELPE HAUPTLY	9500	Time Worked	01	Night Premium	10/23/2007	10 H	
70201787	DANLO FELPE HAUPTLY	9500	Time Worked	01	Night Premium	10/24/2007	10 H	
70201787	DANLO FELPE HAUPTLY	9500	Time Worked	01	Night Premium	10/25/2007	10 H	
70201787	DANLO FELPE HAUPTLY	9500	Time Worked	01	Night Premium	10/26/2007	10 H	
						Total	50 H	
70212262	KATHARNE LAYLA HOBBS	9500	Time Worked	01	Night Premium	10/22/2007	8 H	
70212262	KATHARNE LAYLA HOBBS	9500	Time Worked	01	Night Premium	10/23/2007	8 H	
70212262	KATHARNE LAYLA HOBBS	9500	Time Worked	01	Night Premium	10/24/2007	8 H	
70212262	KATHARNE LAYLA HOBBS	9500	Time Worked	01	Night Premium	10/25/2007	8 H	
						Total	32 H	

Employee	Employee Name	AIA Type	AIA Type Desc	Prem No	Premium Desc	Date	Number
70183499	BEATRICE STACY HON	9500	Time Worked			10/22/2007	8 H
70183499	BEATRICE STACY HON	9500	Time Worked			10/23/2007	8 H
70183499	BEATRICE STACY HON	9500	Time Worked			10/24/2007	8 H
70183499	BEATRICE STACY HON	9500	Time Worked			10/25/2007	8 H
70183499	BEATRICE STACY HON	9500	Time Worked			10/26/2007	8 H
						Total	40 H
70194673	LILY DESTINEY SNIATRA	9500	Time Worked			10/22/2007	8 H
70194673	LILY DESTINEY SNIATRA	9500	Time Worked			10/23/2007	8 H
70194673	LILY DESTINEY SNIATRA	9500	Time Worked			10/24/2007	8 H
70194673	LILY DESTINEY SNIATRA	9500	Time Worked			10/25/2007	8 H
70194673	LILY DESTINEY SNIATRA	9500	Time Worked			10/26/2007	8 H
						Total	40 H

70218645	ROCIO CAITLIN BAULT
70218645	ROCIO CAITLIN BAULT

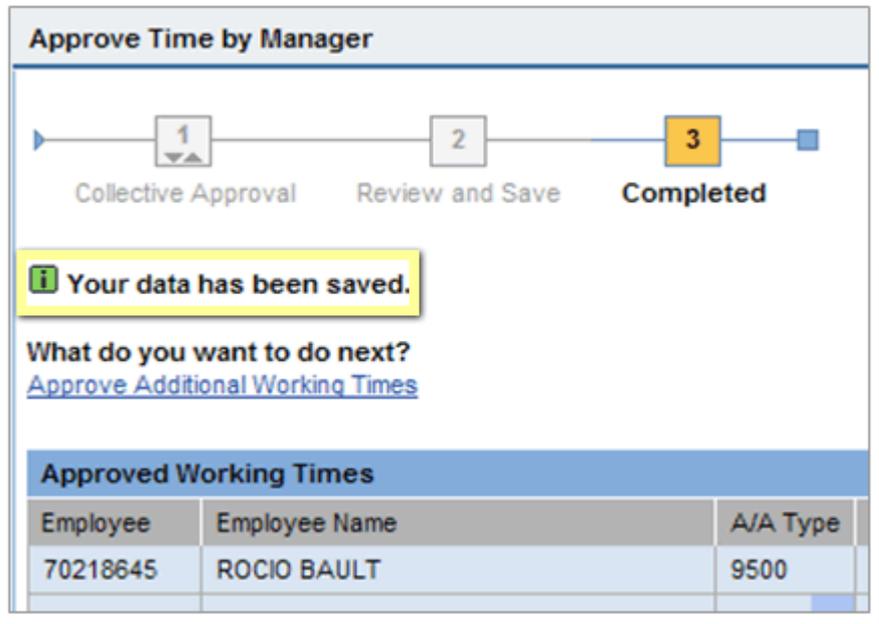
Previous Step Save

Completed!

The manager will then see a confirmation screen with a note that the data has been saved.



The employee will see the time status via Employee Self Service (ESS).



Approve Time by Manager

1 2 3
Collective Approval Review and Save **Completed**

i Your data has been saved.

What do you want to do next?
[Approve Additional Working Times](#)

Approved Working Times		
Employee	Employee Name	A/A Type
70218645	ROCIO BAULT	9500

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